

MEMORANDUM FOR: Chief, D/GG
Chief, D/GC
Chief, D/GP
Chief, D/GL
22 June 1954

FROM : Chief, Geographic Research Area

SUBJECT : Project Review and Reporting Procedures

1. The Geographic Research Area Project Review Committee is hereby re-established after the experimental period of four months during which procedures set forth in memorandum dated 29 January 1954 were followed.

2. Effective immediately divisions will reinstitute the preparation of project initiation memoranda and other preparatory work leading to the consideration of projects by the Projects Review Committee.

3. Other procedures, or a modification of those in use before the experimental period, to be followed by the Project Review Committee in accomplishing the approval and coordination of projects of the various components of the Area will be discussed and set forth during the first meeting of the Committee.

4. The experience during the past four months without an active Project Review Committee in the Area has indicated to all concerned the lack of a facility for accomplishing full coordination and communication between the various components of the Area on projects of interest to more than one of the components in the Area. This lack of coordination and communication has expressed itself in various forms, most notable of which have been scheduling conflicts, priority conflicts and clear-cut arrangements for the supervision of intra-divisional projects.


DOCUMENT NO. 4
NO CHANGE IN CLASS. X
DECLASSIFIED
CLASS. CHANGED TO: TS, S, C
NEXT REVIEW DATE: 1981
AUTH: HR 702
DATE 1-11-79 REVIEWER: 372044

5. The Projects Review Committee will have the following membership:


Chief, Cartography Division and his Assistant
Chief, Geography Division and his Assistant
Chief, Photo Intelligence Division and his Deputy Chief
Chief, Map Library Division or a designated substitute
Chief, Geographic Research and Special Assistant

The Committee will meet regularly every two weeks on Thursday morning at 9:00 A.M. and the first meeting of the re-established Committee will be on 1 July 1954.


6. A representative from St/PC will be invited to attend each meeting if that Staff desires to have representation on this Area's Project Review Committee.

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ORR:OCh/G: 

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